

WASHINGTON MILITARY DEPARTMENT

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Disaster Recovery Civilian Job Opportunities – Hazard Mitigation

EMERGENCY MANAGEMENT PROGRAM SPECIALIST 2

OPENS: February 20, 2008
CLOSES: March 5, 2008
LOCATION: Olympia & Camp Murray
SALARY: \$3,479 - \$4,562 (Range 52), depending on qualifications

The Emergency Management Division's Disaster Hazard Mitigation Project anticipates hiring up to three project Emergency Management Program Specialist 2's to support the Hazard Mitigation Grant Program (HMGP) efforts related to the November 2006 severe storms disaster (FEMA 1671-DR), the December 2006 severe storms disaster (FEMA 1682-DR), and the December 2007 severe storms disaster (FEMA 1734-DR). These positions are anticipated to last up to **four years**. Appointments may end prior to or extend beyond the funding date based on disaster-related program needs.

INFORMATION ABOUT THE DISASTER HAZARD MITIGATION PROJECT

Once a Presidential disaster declaration occurs, mitigation programs and activities are implemented through the Hazard Mitigation Grant Program. The overriding HMGP goal is to reduce the potential for future loss of life and property from future hazard incidents and disasters. The primary activities are mitigation planning and mitigation projects.

CONDITIONS OF EMPLOYMENT

- During emergency and/or disaster recovery operations, these positions may be required to work in an alternate location with rotating shifts, including holidays, weekends and evenings, in a highly stressful and fast paced environment. This may include extended overnight stays in geographically separate locations throughout the State.
- Willing and able to work overtime on short notice to assist in emergency operations.
- Willing to travel in and out of state, staying overnight.
- Willingness to work in or around Military facilities and programs.
- Ability to work in Olympia/Lacey and at Camp Murray (Near Fort Lewis).

DUTIES

Under the supervision of the Disaster Hazard Mitigation Project Manager / State Hazard Mitigation Programs Manager, these positions works independently to provide professional level emergency management assistance in the implementation of the statewide Disaster Hazard Mitigation Project (PE 7071) and other presidentially declared disasters occurring during the 2007-2009 biennium. Duties and responsibilities include but are not limited to the following:

- These positions works in the Hazard Mitigation Grant Program (HMGP) with clients and other professional emergency management staff. These positions have the responsibility to provide technical support to eligible applicants; monitor and enforce timelines for hazard mitigation grants; monitor completion of multiple structural and non-structural hazard mitigation project and hazard mitigation planning grants; ensure all grant funding conditions are met, evaluate projects and propose funding revisions, and monitor revenues and expenditures of applicant funds.
- In accomplishing these responsibilities, these position directly support the following EMD Strategic Plan Goals: (A) Increase the involvement of stakeholders, partners, and customers in emergency management objectives to ensure maximum coordination of effort; (B) Establish and utilize risk assessment principles for addressing hazards and prioritizing resources; (C) Increase communities' mitigation and disaster prevention efforts; and (D) Enhance and facilitate the capability of communities to respond to and recover from disasters.

REQUIRED QUALIFICATIONS

Two years of experience as an Emergency Management Program Specialist 1; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

Experience working in an emergency management organization at or above the Office Assistant Senior or equivalent level will substitute, year for year, for education.

DESIRED QUALIFICATIONS

Project/Program Management: Comprehends and can explain the purpose of the project or program, the roles and responsibilities of those performing the work, and the needs and desires of those who will receive the resulting products or services. Establishes clear realistic measurable goals and objectives. Accurately determines and sequences action steps.

Workload Management: Organizes and prioritizes work, devoting adequate time and attention to individual tasks. Transitions easily between tasks responding quickly and efficiently to work requests. Completes a high volume of work over the course of a day. Remains acutely aware of timeframes and successfully meets deadlines.

Analyze and apply complex material: Analyze, comprehend, and apply complex and/or technical material such as directives, regulations, policies, Code of Federal Regulations, financial circulars, Washington Administrative Codes, etc.

Coordinate with others: Coordinate with others inside or outside the organization to share information, make decisions, and/or implement solutions to problems or complaints.

Interpret information: Explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, communicate decisions or actions.

Monitor contracts: Track/monitor contracts to ensure terms and deadlines are met, review contract proposals for compliance with policies, etc., and/or modify contracts in accordance with guidelines.

Level 2 Spreadsheet Skills: Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets; use complex mathematical formulas to calculate data; link worksheets; import data from other sources; filter lists; and, create and format charts and graphs.

Level 1 Word Processing skills: Use word processing software, such as Microsoft Word, to create, format, edit, preview, print, and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.

Electronic Mail: Compose, send, and respond to electronic mail. Utilize e-mail program functions such as calendars and meeting requests.

APPLICATION PROCESS

Individuals interested in applying for these positions should submit the following to applicant1@mil.wa.gov. **NOTE:** *Please indicate in the subject line which position you are applying for.*

1. [Washington State Application Form](#)
2. At least three employment references, to include one supervisor.

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Lynda Henry
Human Resource Consultant / Recruiter
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
lynda.henry@mil.wa.gov

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.